

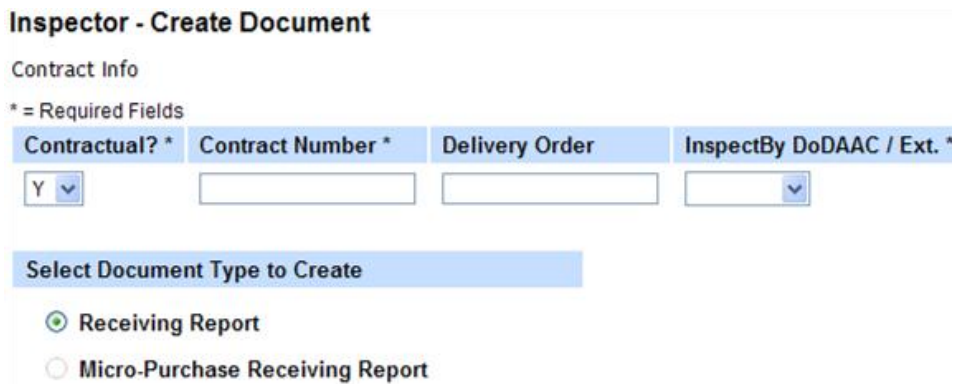



Create a Receiving Report from an Invoice- Inspector

Overview Create a Receiving Report from Invoice is used when an Invoice Only was created previously, and now the Receiving Report is needed. You can match the Receiving Report to the Invoice and all the information from the Invoice is pre-populated onto the Invoice.

Procedure Follow the procedure below to create a Receiving Report from an Invoice.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Under Inspector , Click the Create Document link.  Result: Create New Document screen appears.
3	Enter the Contract Number , and InspectBy DoDAAC .  Result: Create New Document screen appears
4	Click the Next button. 

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Create a Receiving Report from an Invoice- Inspector

Procedure The steps below are continued from the previous page.
(continued)

Step	Action										
5	<p>Enter the <u>P</u>ay Official if not populated systemically. Then click the Next button.</p> <p>Inspector - Receiving Report</p> <p>Contract >> Pay DoDAAC</p> <table><tr><th>Contractual</th><th>Contract Number</th><th>Delivery Order</th><th>DoDAAC / Ext.</th><th>Pay Official *</th></tr><tr><td>Y</td><td>DAAB0797DB608</td><td></td><td>W81K7D</td><td><input type="text"/></td></tr></table> <p>* = Required Fields</p> <p>INFO: The contract data can not be validated against the contract in DoD EDA. EDA may be down at this time.</p> <div>Next Previous Reset Help</div>	Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *	Y	DAAB0797DB608		W81K7D	<input type="text"/>
Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *							
Y	DAAB0797DB608		W81K7D	<input type="text"/>							
6	<p>Click the <u>R</u>eceiving Report button.</p> <div>Select Document to Create: *</div> <div><input type="radio"/> Receiving Report</div>										
7	<p>Select the <u>I</u>nspection and <u>A</u>cceptance points, and click the <u>F</u>rom Invoice checkbox.</p> <table><tr><th>Contract Number</th><th>Delivery Order</th><th>Inspect By DoDAAC / Ext.</th><th>Pay Official</th></tr><tr><td>DAAB0797DB608</td><td></td><td>W81K7D</td><td>HQ0347</td></tr></table> <div>Search For: <input type="text"/></div> <div><input type="text"/> Shipment No. <input type="text"/></div> <div><input type="checkbox"/> Template <input type="text"/></div> <div><input checked="" type="radio"/> Active Documents <input type="radio"/> Archived Documents <input type="radio"/> Active and Archived Documents</div> <div>Select Document to Create: *</div> <div><input checked="" type="radio"/> Receiving Report Inspection: <input type="text"/> <input type="text"/> Acceptance: <input type="text"/> <input type="text"/> <input checked="" type="checkbox"/> From Invoice</div>	Contract Number	Delivery Order	Inspect By DoDAAC / Ext.	Pay Official	DAAB0797DB608		W81K7D	HQ0347		
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8	<p>Click the Next button.</p> <div>Next Previous Reset Help</div>										

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9	<p>Select an invoice to match with the receiving report.</p> <p>Inspector - Receiving Report Contract >> Pay DoDAAC >> Document >> Routing</p> <p>INFO: A Final Invoice already exists for this Contract Number and Delivery Order. You can continue creating this document, but comments will be required on the document.</p> <table border="1"> <thead> <tr> <th>Contract Number</th><th>Delivery Order</th><th>Inspect By DoDAAC / Ext.</th><th>Inspection Point</th><th>Acceptance Point</th><th>Pay DoDAAC</th></tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td><td></td><td>W81K7D</td><td>D</td><td>D</td><td>HQ0347</td></tr> </tbody> </table> <p>Mark For Code / Extension</p> <p>Receiving Report From Invoice *</p> <table border="1"> <thead> <tr> <th>Select</th><th>Invoice Number</th><th>Status</th><th>Currency Code</th><th>Database</th></tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td><td>INV500</td><td>Submitted</td><td>USD</td><td>ACTIVE</td></tr> <tr> <td><input type="radio"/></td><td>INFP500</td><td>Suspended</td><td>USD</td><td>ACTIVE</td></tr> </tbody> </table>	Contract Number	Delivery Order	Inspect By DoDAAC / Ext.	Inspection Point	Acceptance Point	Pay DoDAAC	DAAB0797DB608		W81K7D	D	D	HQ0347	Select	Invoice Number	Status	Currency Code	Database	<input checked="" type="radio"/>	INV500	Submitted	USD	ACTIVE	<input type="radio"/>	INFP500	Suspended	USD	ACTIVE																									
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10	<p>Click the Next button.</p> <p>Next Previous Reset Help</p>																																																				
11	<p>Enter the Shipment Number, and Shipment Date; all other fields are optional.</p> <p>Inspector - Receiving Report Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture</p> <p>Header Addresses Mark For Comments Line Item Pack Attachments Preview Document</p> <p>single * = Required Fields on Submit, double ** = Required Fields on Submit, saving draft document, and tabbing.</p> <table border="1"> <thead> <tr> <th>Contract Number</th><th>Delivery Order</th><th>Issue Date</th><th>Inspection Point</th><th>Acceptance Point</th></tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td><td></td><td></td><td>D</td><td>D</td></tr> </tbody> </table> <p>Contract Number Type Supplies Services</p> <p>DoD Contract (FAR) <input checked="" type="radio"/> <input type="radio"/></p> <table border="1"> <thead> <tr> <th>Shipment Number **</th><th>Shipment Date *</th><th>Estimated</th><th>Final Shipment</th><th>Estimated Delivery Date</th></tr> </thead> <tbody> <tr> <td>RRFROMINV</td><td>2010/10/14</td><td><input type="checkbox"/></td><td>N</td><td>YYYY/MM/DD</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Invoice Number</th><th>Invoice Date</th><th>Final Invoice</th></tr> </thead> <tbody> <tr> <td>INV500</td><td>2010/08/27</td><td>N</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>TCN</th><th>Gross Weight</th><th>FOB</th><th>Serial Shipping Container Code</th></tr> </thead> <tbody> <tr> <td></td><td></td><td>S</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Transportation Leg</th><th>Standard Carrier Alpha Code</th><th>Bill of Lading Number</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Secondary Transportation Tracking Number</th><th>Secondary Transportation Tracking Type</th></tr> </thead> <tbody> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>First Line Haul Mode</th><th>Currency Code</th><th>Document Total (\$)</th></tr> </thead> <tbody> <tr> <td></td><td>USD</td><td>4125.00</td></tr> </tbody> </table>	Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	DAAB0797DB608			D	D	Shipment Number **	Shipment Date *	Estimated	Final Shipment	Estimated Delivery Date	RRFROMINV	2010/10/14	<input type="checkbox"/>	N	YYYY/MM/DD	Invoice Number	Invoice Date	Final Invoice	INV500	2010/08/27	N	TCN	Gross Weight	FOB	Serial Shipping Container Code			S		Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number				Secondary Transportation Tracking Number	Secondary Transportation Tracking Type					First Line Haul Mode	Currency Code	Document Total (\$)		USD	4125.00
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12	<p>Click on the Line Item tab.</p> <p>Inspector - Receiving Report</p> <p>Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture</p> <div><div>Header</div><div>Addresses</div><div>Mark For</div><div>Comments</div><div>Line Item</div><div>Pack</div><div>Attachments</div><div>Preview Document</div></div> <p>Review and take any necessary actions using the links under the Actions header,</p> <p>At least one Line Item is required</p> <div><div>AAI</div><div>SDN</div><div>ACRN</div><div></div><div></div><div></div><div>clear</div></div> <p>Line Item Details</p> <table><tr><th>Item No.</th><th>Stock Part No.</th><th>Type</th><th>Qty. Shipped</th><th>Unit</th><th>Unit Price (\$)</th><th>Amount (\$)</th><th>Actions</th></tr><tr><td>0001</td><td>W55366</td><td>VP</td><td>3</td><td>EA</td><td>1375</td><td>4125.00</td><td>Edit Delete Add</td></tr></table> <p>CDRL ELIN Line Item Details</p> <table><tr><th>Item No.</th><th>Qty. Shipped</th><th>Unit</th><th>Unit Price (\$)</th><th>Amount (\$)</th><th>Actions</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>Add</td></tr></table>	Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions	0001	W55366	VP	3	EA	1375	4125.00	Edit Delete Add	Item No.	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions						Add
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14	<p>Review the document on the Preview Document tab and click the Submit button.</p> <p>Inspector - Receiving Report</p> <p>Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture</p> <div><div>Header</div><div>Addresses</div><div>Mark For</div><div>Comments</div><div>Line Item</div><div>Pack</div><div>Attachments</div><div>Preview Document</div></div> <p>Expand All Collapse All</p> <div><div>[+]Document Information</div><div>[+]Line Item Information</div><div>[+]Pack Information</div><div>[+]Address Information</div><div>[+]Misc Information</div></div> <div><div>Submit</div><div>Save Draft Document</div><div>Help</div></div>																												

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(continued)

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15	<p>View the verification screen.</p> <p>Success</p> <p>The Destination Inspection and Acceptance Receiving Report was successfully submitted.</p> <table><tr><th>Contract Number</th><th>Delivery Order</th><th>Shipment Number</th><th>Invoice Number</th></tr><tr><td>DAAB0797DB608</td><td></td><td>RRFROMINV</td><td>INV500</td></tr></table> <p>Email sent to Vendor: hq-wawf@dfas.mil Email sent to Vendor: katrin.dilli@universal-inc.net Email sent to Vendor: mech_navsisa_wawf_test@navy.mil Email sent to Vendor: wawfvend@dcma.mil Email sent to Inspector: hq-wawf@dfas.mil Email sent to Acceptor: hq-wawf@dfas.mil</p> <p>Send Additional Email Notifications</p> <p>Thu Oct 14 11:17:47 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	DAAB0797DB608		RRFROMINV	INV500
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